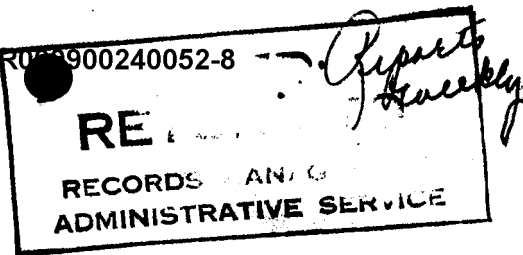


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OFFICE OF GENERAL SERVICES

REPORT OF OPERATIONS



TO : Chief, General Services

FROM : Chief, Records Management & Distribution Branch

SUBJECT: **Weekly** Report of Operations for the period ending
21 May 1953

A. Personnel

On Duty Vacancies In Process

Office of Chief		0	0
Rcds. Mgt. Section		2	13
Rcds. Center Section		2	2
Mail Control Section		0	35
		4	50

25X1

1. No. on leave three days or more:

Records Mgt. Section- 0
Mail Control Section- 2
Records Center Sec.- 1

2. No. on special detail out of office 2. How long?

Records Mgt. Section- 1
Records Center Section- 0
Mail Control Section- 1

3. Where: **One Records Analyst to Jackson Commission.**
One man in Transportation Division as full time courier.

4. No. pending resignation, transfer and/or reassignment:

Records Management Section- 0
Records Center - 0
Mail Control - 16

5. Specific cases on item 4 not in previous reports. -

6. New applicants interviewed 2. Recruited by Personnel -.
Recruited by this office 2.

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B. Administration and Problems:

Records Management Section - We are continuing to assist the ORR Area Records officers in installing the new filing system. The files of the Assistant Director and the administrative staff have been combined and the installation will be completed next week. It is then planned to install the system in the Division administrative file and, in the process, adapt a manual to the specific requirements of ORR.

The Records Control Schedules for the Fiscal and Budget activities is in the final stages of completion. It is expected that a draft of the proposed Schedule will be submitted to the Comptroller for his approval next week.

Initial contacts have been made to obtain working level clearances on the file manual in order to have it issued through the Regulations Control Staff. Some suggestions were made but no particular delays are anticipated and the necessary clearances are expected to be given within the next week.

An office notice has been issued outlining the Records Management Program for the Office of Communications and designating [] as the Area Records officer.

25X1

25X1

[] has requested that we meet with him to discuss initial steps in installing his program and to help him prepare material to use in selling the program at a staff meeting.

Two orders for special and expensive file folders were forwarded to this office by the Logistics office for approval of the purchase. In neither case were we successful in persuading the users to change to the standard supplies although there appeared to be no good justification for the special items. Until the notice authorizing the standardization of such supplies is issued, we do not anticipate much success in the project.

Records Center Section - Requisitions are being prepared for the equipment needed to operate the new Records Center.

Mail Control Section -

1. There were no calls for the pick up or delivery of material to the homes of the Director or Deputy Director.
2. A check with [] of ORR on Friday, 15 May 1953, to determine the effect of the new mail delivery schedule on her Branch, revealed that it is highly satisfactory.
3. Representatives of the Office of I&S, - FI/RI, the Department of State and the U.S. Air Force Security Service, have been contacted regarding the use of rotary type locks on punch material. Use of these locks will eliminate to some extent the need for the courier to sign for each separate document. It appears that limited approval will be given but a memo outlining the present and proposed procedures will first be forwarded to the Office of I&S for their concurrence.

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APPENDIX B Week ending 21 May 1953

	<u>This Week</u>	<u>Average Week 1st 6 Months</u>
1. Microfilming		
Images filmed - Rotary Camera	46,083	21,300
Flat-bed Camera	-	13,000
2. Records Center - (all figures in cubic feet)		
Records received for processing and storage	14	-
References to record material	106	220
Records material destroyed	3	-
3. Supplemental Distribution Center		
a. New material for stock:		
Information Reports	1,040	549
Intelligence Reports	57	63
b. Supplemental Distribution:		
Information Reports	431	229
Intelligence Reports	157	160
Notices	0	54
Regulations	28	145
Others	0	5
c. Initial Distribution:		
Notices	6	3.8
Regulations	2	1.8
Others	0	.3
4. Mail Activities		
a. Post Office Mail		
Incoming	4,956	5,150
Outgoing	6,590	6,550
b. Postage expended	\$867.68	\$775.00
c. Scheduled Courier trips	240	240
d. Special Courier trips	74	33.4
e. Inter-agency mail by Courier		
Incoming	1,069	770
Outgoing	2,270	1,275
f. Personnel actions:		
Recruitments	1	-
Separations	0	-
g. Use of Motor Pool Vehicles		
Available	8	-
Available but delayed	4	-
Not available	2	-

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